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2 August 1963

OFFICE OF SECURITY NOTICE NO. 63-10

FOR : All Office of Security Employees

SUBJECT : Security Violations

1. For reasons that are apparent to all of you, it is important for the Office of Security to set an Agency-wide standard in the matter of avoiding security violations. The occurrence of three security violations in the single month of July 1963, therefore, must be viewed as a serious and unfavorable development. This brings the total for the calendar year to eight and suggests a trend which, if unchecked, could lead to an embarrassing and unenviable record at the year's end compared to other offices.

2. Studies conducted over the years by the Physical Security Division clearly show that security violations can result from a variety of factors operating. In the most recent analysis of this type, these were among the conditions identified as contributory to security violations:

(1) Unfamiliarity with new office equipment.

(2) Inadequate storage facilities for unclassified materials leading to the improper cluttering of classified storage containers with unclassified materials.

(3) Lack of firm security check organization and procedures to conduct final after-hours security checks.

*Consolidate files  
use over night  
storage boxes*

*use more boxes  
AKAO  
use boxes  
file cabinets, plotting  
& book cases*

Group 1  
Excluded from automatic  
downgrading and  
declassification

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- (4) Abnormal working hours.
- (5) Misunderstanding as to division of labor regarding security checks.
- (6) Psychological factors - fatigue, tension, work anxiety, depression, etc.

3. Many other conditions beyond those noted above could be listed as contributory to security violations. The one constant feature found in all of them appears to be individual human carelessness. The best known security antidote to individual human carelessness is an organized and orderly program within each element of an office to guarantee performance of the required security check procedures.

4. It continues to be obvious that many violation problems develop when employees work after regular working hours and do not have the advantage of normal staff security check. You are reminded of the current requirement under OS Directive No. 63-2: "The employee shall request another Office of Security employee to make a staff duty check of the room or rooms which had been occupied to insure compliance with all of the requirements of security. If no other Office of Security employee is available, then the employee shall call the Night Security Officer, [ ] and advise him that he has put away all classified material and locked the safes. The Night Security Officer will record this call on his log."

5. All staff and division chiefs should examine immediately their security check programs to determine their adequacy in terms of the particular space occupied by the components and the unique work conditions experienced by the personnel involved. Guidelines on standards and responsibilities can be found in HR [ ] Guidance and counseling if needed on special problems can be obtained by contacting the Chief, Physical Security Division.

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6. All personnel can assist by recognizing the seriousness of the matter, attending to their personal security responsibilities and making suggestions on ways and means of improving our security systems and techniques.

[Redacted Signature]

R. L. Bannerman  
Director of Security

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